



Minimum Driver and Driver Management Guidelines

(Applies to all full, part-time, & volunteer drivers)

Driver Pool Characteristics:

- All drivers must have 2 years U. S. driving experience.
- All CDL drivers must meet D.O.T. standards.
- Must be in good physical condition.

Driver Hiring Criteria & Practices:

- Requires and documents a pre-hire drug test.
- Requires and documents drug & alcohol info from previous employer.
- Obtains current, acceptable pre-hire MVRs, with a copy retained in file.
- Requests and document a new hire's accident history from previous employer.
- Obtains a written application for all new hires, with a copy retained in file.
- Requires and documents an acceptable pre-hire medical.
- Performs and documents reference checks/background verification for new hires.

Drug & Alcohol Policies:

- Management is trained in drug & alcohol regulations.
- Written drug & alcohol policy in place and copies disseminated to all employees.
- Drug & alcohol testing programs that meet DOT regulatory guidelines are in place.

Safety Best Practices:

- All driver qualification files are current & complete.
- Management annually reorders and reviews MVRs on all drivers to determine acceptability.
- Drivers over the age of 65 are required to pass a medical exam prior to expiration.
- Management has an effective written disciplinary policy in effect.
- Management has a driver training program in place which includes periodic retraining of tenured drivers.

****All accounts are subject to individual underwriting review for acceptability and will be considered based on all merits of the account. These guidelines outline Vanliner's preferred driver and management criteria, exceptions will be considered on an individual basis as appropriate.**

Description of Violations (Convictions):

Minor Violations:

Any moving violation (other than the major violations listed below) that have occurred within the last 36 months.

The following moving violations are excluded:

- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plate (if they exist)
- Failure to sign or display registration
- Failure to have drivers license in possession (if valid license exists)

Major Violations (Convictions):

Any violations listed below that have occurred within the last 3 years.

- Driving under the influence of alcohol or drugs
- Felonies
- Hit and Run Accidents
- Open Container
- Possession of a Controlled Substance
- Failure to stop/report an accident
- Reckless driving/speed contest
- Driving while impaired
- Making a false accident report
- Driving while license suspended or revoked due to excessive moving violations
- Careless driving
- Attempting to elude a peace officer

Driver Record Acceptability:

- 1. No major violations within last 3 years; applies to commercial and private passenger vehicles.**
- 2. Any violations listed below that have occurred at any point in time constitute an unacceptable driver:**
 - Any felony conviction, which involved the use of a commercial vehicle, is excluded permanently from coverage.
 - Any conviction, or guilty plea, of murder, rape, physical violence, or any offense involving moral turpitude.
 - Homicide, manslaughter or assault arising out of the use of a vehicle
- 3. MVR Categories**
 - **Clear** – No points
 - **Acceptable** - 1 at-fault accident and 0-1 minor violation in last 36 months **OR** 0 at-fault and 1-2 minor violations in the last 36 months
 - **Borderline** - 0 at-fault accidents and up to 4 minor violations **OR** 1 at-fault accident and 2 minor violations
 - **Unacceptable** – 1 or more major violations within last 3 years. 1 at-fault accident and 3 or more minor violations within last 36 months. More than 2 at-fault accidents within the last 36 months **OR** 2 accidents plus any violations.

Vanliner Driver Eligibility Matrix	0 At-Fault Accidents	1 At-Fault Accidents	2 At-Fault Accidents
0 Minor Violations	Clear	Acceptable	Borderline
1 Minor Violations	Acceptable	Acceptable	Unacceptable
2 Minor Violations	Acceptable	Borderline	Unacceptable
3 Minor Violations	Borderline	Unacceptable	Unacceptable
4 Minor Violations	Borderline	Unacceptable	Unacceptable